

## Administration Division□

350 Washington Street  
Brookline, MA 02445  
Hours of Operation:  
Monday-Thursday 8:00-5:00  
Friday 8:00-12:30  
(617) 730-2263



The Administration Division provides the overall leadership and policy direction for the department.

In addition to overseeing all other divisions as well as the Public Safety Business office (a joint venture with the Police Department) the Administration Division also maintains personnel records, develops and implements both the operating and capital budgets.

These services are delivered by a staff of four, consisting of one Fire Chief, Chief of Operations, Executive

The primary goal of the Fire Administration Division is to ensure the best delivery of professional fire and



### **Fire Suppression (Firefighting) Division**

The Fire Suppression Division responsibilities include to prevent fires and extinguish fires should they occur; effect rescues when necessary; to perform In-service inspections and pre-fire planning; and to maintain EMT staffed fire companies and perform other emergency services requiring trained and properly equipped personnel. To deliver these services, seven fire companies, five engines, two ladder trucks, and associated support and reserve equipment are housed in five fire stations. The assigned staff total 147, including 4 deputy chiefs, 7 captains, 21 lieutenants, and 115 firefighters. Programs of tactics and strategy are developed to anticipate and prepare the appropriate response required at emergencies. The goals of the Firefighting Division are to improve in-service inspection and training and to deliver trained emergency fire companies, with sufficient resources to cope with emergencies, to the scene of an incident within four minutes.

### **Fire Prevention Division**

**New Hours:** M-F 8:00am - 10:30am and 3:00pm-5:00pm

The Fire Prevention responsibilities are to enforce all Fire laws and ordinances; issue fire safety permits; investigate all fires, and forward appropriate reports to the State Fire Marshal; educate the public on fire prevention topics and techniques; Manage in-service fire company inspections; handle fire safety related citizen complaints; approve building plans relating to fire protection; and supervise the permit fee schedule and associated inspections. The goal of Fire Prevention is to coordinate townwide fire prevention and fire inspection programs, in order to reduce the number of fires and resultant casualties + reduce property damage.

### **Training Division**

The goals of the Training Division are to promote the uniformed personnel's development of required skills, knowledge, and abilities to provide "hands on" training at Brookline's Fire Academy; to instruct newly recruited firefighters in a basic eight week training course; to maintain all department training records; to develop training programs for in-station training by the officers at each station; to maintain each member's first responder certification; to

coordinate firefighter EMT certification; to provide training in inspections; to provide training for those members of officer rank; to coordinate state level satellite training programs; to test new fire-fighting equipment and techniques; and to coordinate injury prevention and investigation programs. To deliver these services, a Fire Academy consisting of a six-story drill tower, along with associated buildings, is provided at the Hammond Street site with a staff of a deputy chief, captain, and lieutenant. The goal of the Training Division is to provide the best possible training for everyone in the department, regardless of rank, so that each person will operate at their maximum performance level.